



EMPLOYMENT OPPORTUNITY

Police Officer Trainee

Recruitment Closes: Open Until Filled

City of Beaumont
550 E 6th Street
Beaumont, CA 92223

(951) 769-8520
www.beaumontca.gov

☒ Full Time ☐ Part Time ☒ Temporary ☐ FLSA Exempt ☐ Subject to MOU ☐ Benefits Available

SALARY RANGE: Step 44, Currently \$24.52

The Position:

The non-sworn Police Trainee classification is a contract/temporary position designated specifically and solely for the purpose of employing Police Officer candidates during the duration of the California Commission on Peace officer Standard and Training (P.O.S.T.) Basic Police Training Academy. The candidate participates in a formal academic and physical police training program. The Police Officer Trainee is expected to successfully complete the basic training courses as prescribed by P.O.S.T. Acceptance by the academy, which includes successfully passing a POST approved written examination, is a condition for employment in this position. Upon successful completion of the Academy, the candidate would typically be appointed as a Police Officer and begin serving an 18 month probation period with the City of Beaumont.

CORE (ESSENTIAL) DUTIES:

- Participate in and complete a prescribed law enforcement officer training program for the entry level police officers including training in criminal and traffic investigations, report writing, laws of arrest, search and seizure, collection and preservation of evidence, arrest techniques, use of firearms, first aide, defensive driving, California Vehicle and Penal Codes, officer survival and physical fitness.
- Perform a wide variety of police support duties which may include dispatching and records, duties acting as desk officer and/or assisting in planning and research activities.
- Operate police information equipment including computer system, teletypes, and telephone to enter and research information at the direction of a sworn officer or police civilian.
- Assist in processing, packaging, labeling, storing, and destroying property and evidence; photocopies, files, indexes and located police records and related paperwork.
- Performs errands for the police department such as transporting information and paperwork to court and district attorney offices.
- Assist in a wide variety of other tasks in the department as assigned.

KNOWLEDGE, SKILLS, & ABILITIES:

- Successfully enroll and complete the P.O.S.T. Basic Police Academy. Learn, understand, interpret, and apply laws, regulations, policies and procedures.
- Learn to use, properly care for, and qualify with department issued firearms.
- Observe and remember names, faces, numbers, incidents, and places accurately. Learn standard broadcasting procedures of a police radio system.
- Understand and follow oral and written directions.
- Write clear, concise and comprehensive reports.
- Establish and maintain cooperative work relationships with those contracted in the same course of work.
- Meet City and P.O.S.T. standards of physical nature, endurance, and agility.
- Meet the requirements for police officer contained in the California State Government Code.
- Having a thorough comprehension of the English language.

This recruitment is open to:

- ☒ Employees (Permanent)
- ☒ Employees (Temporary)
- ☒ Public

Selection procedures may include:

- Applicants will be screened for relevant education and experience
- Those applicants passing the initial screening process may be asked to participate in a written exam
- Those applicants passing the written exam may be required to complete a supplemental written assignment to assess the candidate's writing ability prior to participating in an oral interview
- Candidates who successfully complete the above mentioned requirements will be placed on an eligibility list. Prior to appointment, candidates will be required to pass a comprehensive background check which may include, fingerprinting through Department of Justice, a comprehensive medical examinations and pre-employment drug screening.

How to Apply:

Please submit City application along with resume and cover letter to:

City of Beaumont
Attn: Kari Mendoza
Human Resources Dept.
550 E. 6th Street,
Beaumont, CA 92223

Direct questions/inquiries to:
Kari Mendoza
951-572-3228
karim@beaumontca.gov

ALL POSITIONS ARE POSTED IN-HOUSE FOR THE FIRST 10 DAYS AFTER INITIAL POSTING. ONCE 10 DAYS HAS ELAPSED ALL POTENTIAL CANDIDATES ARE WELCOME TO APPLY

Police Officer Trainee *(continued)*



KNOWLEDGE, SKILLS, & ABILITIES (CONTINUED):

- Effectively operate a motor vehicle on City streets; operate basic computer systems; operate telephone systems

EXPERIENCE, EDUCATION, AND LICENSES:

- Any combination of experience and training that would likely provide the knowledge and abilities would be qualifying.
- Must possess a high school diploma from an accredited high school or G.E.D. equivalent.
- A valid California Class "C" driver's license.
- Vision: No less than 20/100 corrected to 20/30. Normal color vision. Weight: In proportion to height.

PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS:

Must be found to be free from any physical, emotional or mental conditions, as determined by a qualified physician and/or psychologist, which with or without accommodation might affect the ability of the employee to perform essential job functions. The position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. Additionally, the position requires grasping, repetitive hand movement, and fine coordination in retrieving and entering data using a computer keyboard. Near and far vision is required in order to read work related documents and use the computer. Acute hearing is required when providing phone and personal service. **The position requires lifting, carrying, pushing, and/or pulling objects weighing up to 150 pounds. Incumbent must be willing to work shift work, including nights, weekends, and holidays. Must be able to work in adverse weather conditions, including extreme heat and cold. Must be able to wear the standard police uniform for prolonged periods, including a gun/utility belt and vest.**

This classification is not intended to be all-inclusive. An employee may be required to perform other reasonable duties as assigned by management. The city reserves the right, with the concurrence of the department head, to revise or change classification duties and responsibilities as the need arises and as consistent with the meet and confers process. Nothing herein is intended to constitute a written or implied contract of employment.

THE CITY OF BEAUMONT IS AN EQUAL OPPORTUNITY EMPLOYER.
WOMEN, MINORITIES, AND DISABLED INDIVIDUALS ARE ENCOURAGED TO APPLY.
THE CITY OF BEAUMONT IS A DRUG-FREE WORKPLACE.